

OhioBuys | Limited Functionality

As announced in the updated PM-01, Boards and Commissions that must perform a limited number of activities will be required to do so via OhioBuys. This will allow organizations to begin their OhioBuys journey while leaving behind legacy systems such as Requests to Purchase, Complaints to Vendor, Vendor Performance Surveys, and posting solicitations on procure.ohio.gov.

OhioBuys provides access to these same functions, including:

- Submitting a Request to Purchase (RTP) to DAS
- Posting a Solicitation to the OhioBuys Public Solicitation page
- Managing Exceptions (formerly known as Complaint to Vendors-CTVs)
- Responding to Determination & Recommendation (D&R) Questionnaires issued by DAS

Getting Started

To gain access to OhioBuys, navigate to the New Users section on the OhioBuys Website and fill out the [OhioBuys User Account Request Form](#). Please submit the form to the following email address: obm.sharedservices@obm.ohio.gov. Make sure to put OhioBuys in the subject of your email.

OhioBuys Profiles	Profile	Add	Delete
Enter the needed profiles here. See next page for complete list of profiles.	Profile 1: Requester/Sourcing Assoc	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Profile 2:	<input type="checkbox"/>	<input type="checkbox"/>
	Profile 3:	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Scope Indicate in Additional Comments any organization levels that need to be added/removed or use the Mirror User option above to replicate the organizational scope of another user. See next page for details of the organizational levels (e.g., Add scope for entire DAS105000 General Services Division; Add site locations DAS105000 RFTR & DAS105000 JRST29; or remove existing DAS scope & Mirror user above).			
Additional Comments	Our Agency Admin (primary contact) will be:		

OhioBuys Website

The OhioBuys website hosts a variety of materials to help you start your journey. This [Overview page](#) can help you understand the enterprise goals of OhioBuys.

OhioBuys Agency Information



Connecting Buyers and Suppliers

OhioBuys for Agencies

OhioBuys provides the primary platform for agency employees to perform procurement activities, including purchasing goods and services provided by supplier partners, releasing bid opportunities and managing contract events.

Attachment



A comprehensive list of support channels for users in OhioBuys, including ongoing training courses, office hours, newsletters, and more.

DOWNLOAD

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OhioBuys | Limited Functionality

OhioBuys Training

The following training and support materials are available immediately as you start.

An official State of Ohio site. [Here's how you know](#)

Ohio

Department of Administrative Services

Procurement Services

BIDDERS & SUPPLIERS

STATE & LOCAL AGENCIES

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Procure / State & Local Agencies / Resources / OhioBuys Overview

OhioBuys Overview

State & Local Agencies

WELCOME

RESOURCES

OhioBuys

Connecting Buyers and Suppliers

Strategic Goals and Benefits

OhioBuys is the State of Ohio's online purchasing solution that empowers both government buyers and interested suppliers. OhioBuys leverages innovative technologies to increase efficiency, opportunities, and participation with businesses in Ohio.

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For more information

[OhioBuys Agency Information](#)

[OhioBuys Agency Training](#)

[OhioBuys Agency Admins List](#)

[OhioBuys Bidder & Supplier Access](#)

[OhioBuys Bidder & Supplier Information](#)

[OhioBuys Bidder & Supplier Training](#)

Specific Videos & Job Aids

Procure / State & Local Agencies / Resources / OhioBuys Agency Training

OhioBuys Agency Training

Training for OhioBuys Agency users depends on your agency role and job function.

Resources

OHIOBUYS AGENCY TRAINING

Latest Enhancement & Training Updates

Latest enhancements to OhioBuys as well as training materials are listed here for reference.

OhioBuys Video Overviews

This library of short videos demonstrates key processes within OhioBuys.

OhioBuys Agency Training Catalog

Catalog of all Learner Guides and Job Aids for agency users.

OhioBuys Ongoing Training

More information and schedule for ongoing OhioBuys instructor-led virtual courses.

An official State of Ohio site. [Here's how you know](#)

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Procure / State & Local Agencies / Resources / OhioBuys Agency Training / OhioBuys Video Overviews

OhioBuys Video Overviews

Video	Description
Introduction to OhioBuys	Walks new agency users through what OhioBuys is, how users can access OhioBuys, and how users can start the shopping process in OhioBuys.
Creating a Request to Purchase	Walks through when and how agency users can submit a Request to Purchase in OhioBuys to place sourcing and contracting requests with DAS.
Posting a Solicitation	Walks through and shows how the user responsible for a solicitation can send a solicitation out to invited suppliers and post a solicitation on the OhioBuys Public Solicitations page.
Reviewing a Solicitation as an Approver	Walks through and shows Adhoc and Posting Approvers how to review the information contained in a solicitation as well as how to approve, reject, and/or forward a solicitation.

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Resources

OHIOBUYS AGENCY TRAINING

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Public Notice Solicitation Job Aid

<input type="text" value="solicitations"/>				Show 25 entries
Chapter	Section	Link to Job Aid	Version #	Job Aid Description
1.04	Getting Started	Forwarding	1.4	Instructions on how to use the forwarding functionality for purchase requisitions, contracts, solicitations, etc.
6	Solicitations	Create and Release a Public Notice Solicitation	2.3	Instructions on how to create and post a public notice solicitation. Public notice solicitations allow State agencies to quickly post the details of a solicitation on the OhioBuys Public Solicitations page.
6.01	Solicitations	Submit a Request to	2.5	Instructions on how to submit a request to purchase. A Request to Purchase should be submitted in

Request to Purchase Job Aid

<input type="text" value="solicitations"/>				Show 25 entries
Chapter	Section	Link to Job Aid	Version #	Job Aid Description
1.04	Getting Started	Forwarding	1.4	Instructions on how to use the forwarding functionality for purchase requisitions, contracts, solicitations, etc.
6	Solicitations	Create and Release a Public Notice Solicitation	2.3	Instructions on how to create and post a public notice solicitation. Public notice solicitations allow State agencies to quickly post the details of a solicitation on the OhioBuys Public Solicitations page.
6.01	Solicitations	Submit a Request to Purchase	2.5	Instructions on how to submit a request to purchase. A Request to Purchase should be submitted in OhioBuys whenever you would like to place sourcing and contracting requests with DAS.
6.02	Solicitations	Review a Request to	3.4	Instructions on how to review a request to purchase.

Exceptions (Previously CTV) Job Aid

<input type="text" value="exceptions"/>				Show 25 entries
Chapter	Section	Link to Job Aid	Version #	Job Aid Description
8.01	Supplier Management	Create an Exception	1.4	Instructions on how to create an exception in OhioBuys. Exceptions are formal complaints or compliments created for a Supplier and replace the existing Complaint to Vendor (CTV) process.

Complete a Performance Evaluation Questionnaire Job Aid

<input type="text" value="performance"/>				Show 25 entries
Chapter	Section	Link to Job Aid	Version #	Job Aid Description
8.05	Supplier Management	Create and Edit an Improvement Plan	1.2	Instructions on how to create and update an improvement plan as an agency user in OhioBuys. Improvement plans are a roadmap of tasks presented to a Supplier that are designed to help a Supplier improve their performance with the State of Ohio.
8.07	Supplier Management	Create and Finalize a Performance Evaluation	3.2	Instructions on how to create and complete a performance evaluation (PE) as a Contract Analyst or Procurement Manager in OhioBuys. A performance evaluation is a tool that assesses a particular Supplier or contract and allows them to be evaluated holistically by the State of Ohio. Determination & Recommendations (D&Rs) can be completed as part of the PE process.
8.08	Supplier Management	Complete a Performance Evaluation Questionnaire	1.2	Instructions on how to complete a performance evaluation questionnaire as an evaluator.

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OhioBuys Training Support

After reviewing the available training materials, if you have additional questions, you can set up a time with one of our trainers. Sign-up is available on the OhioBuys website under [Office Hours](#).

The screenshot shows the OhioBuys Training Support page. The 'TRAINING' tab is selected. The 'Office Hours' link is highlighted with a red arrow. The 'Office Hours' section describes how to sign up for office hours following the completion of OhioBuys training courses. The 'OhioBuys Office Hours' modal is open, showing the 'Select service' and 'Select time' options. The 'Select service' options are 'OhioBuys Office Hours - Full Hour' (1 hour) and 'OhioBuys Office Hours - Half Hour' (30 minutes). The 'Select time' options show a calendar for October 2022.

Please note: Although you can browse the OhioBuys catalogs while in the solution, you will not be able to set up requisitions and purchase orders until later onboarding.

Support Information:

OBM Shared Services Center
614-338-4781 or 1-877-644-6771
OR

OBM.SharedServices@OBM.Ohio.Gov

Remember to put "OhioBuys" in the subject line!

HelpDesk

OBM.SharedServices@OBM.Ohio.Gov

Primary contact for log in, processing, or functional issues.